

**CITY OF WORTHING
APPROVED MINUTES
REGULAR SESSION
MONDAY, NOVEMBER 21, 2016**

CALL TO ORDER

The Commissioners of the City of Worthing met in regular session on Monday November 21, 2016 at 7:00 P.M. in the Worthing Civic Center.

Mayor Saugstad presided. The following commissioners were present: Sheri Lund, Crystal Jacobson, Eric Bunkers, and Ryan Schlieman. Also in attendance were Finance Officer Linda Hunnel and Deputy Finance Officer Travis Harford. (Note: Herein after all attendees will be referred to by last name and the first initial if necessary for distinction.)

APPROVAL OF AGENDA

Motion by Bunkers to approve the November 21st agenda. Jacobson seconded. Motion carried, all voting aye.

PLEDGE OF ALLEGIANCE

Mayor Saugstad led the commission in the pledge of allegiance.

OPEN PUBLIC SPEAKING

There was no one in attendance for Public Speaking.

OLD BUSINESS

MINUTES OF NOVEMBER 10th REGULAR MEETING

Lund motioned to approve the minutes of the November 10, 2016 regular monthly meeting. Schlieman seconded. All votes “aye”, motion carried.

MINUTES OF NOVEMBER 14th SPECIAL SESSION

Jacobson motioned to approve the minutes of the November 14, 2016 special session. Bunkers seconded. Motion carried, all voting aye.

OCTOBER EMPLOYEE WAGE REPORT

Lund made a motion to approve the October employee wage report as submitted by Finance Officer Hunnel. Schlieman seconded. Motion carried, all voting aye.

OCTOBER BANK RECONCILIATION

Bunkers motioned to approve Hunnel’s submission of the October Bank Reconciliation report. Schlieman seconded. All votes “aye”, motion carried.

OCTOBER REVENUE AND EXPENSE REPORT

Finance Officer Hunnel submitted to the commission a report of October’s revenues and expenses.

STATE WATER PLAN UPDATE

Finance Officer Hunnel reported to the commission that the City was now on the State Water Plan. LeAnn Kerzman, Midwest Assistance Program, will be at the next meeting to update the commission on the process and how to proceed.

USDA FUNDING UPDATE

Hunnel reported that the City has submitted their application for funding for the snow plow truck loan and are awaiting funding.

NEW BUSINESS

PARK AND REC BOARD DISCUSSION

Saugstad asked that this discussion be tabled until after executive session.

NORTH CEDAR STREET DISCUSSION

Saugstad stated that he had been approached by Weller Brothers about a potential lease of City property for their employees to park on. The Mayor asked the commission if they had any concerns before moving forward on a lease with the City Attorney. The commission stated that they would be in favor of leasing the undeveloped street for this purpose.

FIRST READING ORD. 2016-280-1 GF SUPPLEMENTAL BUDGET

The Mayor gave the first reading of Ordinance 2016-280-1 GF SUPPLEMENTAL BUDGET

FINANCE OFFICER REPORT

Hunnel stated that Safety Benefits, Inc. had visited last week. They would be submitting a report of recommendations to improve safe working environments in the near future. Hunnel also stated that the city had not received the LWCF grant for the 3rd Street Park Project. We will try for funding again next year.

MAINTENANCE REPORT

There was no report from the Maintenance Department at this time.

DEPARTMENT HEAD REPORTS

PUBLIC WORKS

Jacobson reported that we had very few complaints removing snow last Friday. She stated that the plow was in need of new snow shoes to prevent road damage. Jeremy Jacobson assisted with snow removal. Jacobson wanted to thank Phil Wolf and Jeremy Jacobson for their snow removal efforts.

FINANCE & REVENUE

Lund had no report.

PUBLIC UTILITIES

Schlieman had no report.

PUBLIC SAFETY

Bunkers stated that Open Gym will be held December 2nd and December 16th from 7-9pm. Parents will have to be present to sign their kids in. Kids from Kindergarten to 7th grade are welcome to show up.

MAYOR'S REPORT

Saugstad had no report.

Mayor Saugstad called a short recess at 8:07 PM. The meeting was called back to order at 8:14 PM.

EXECUTIVE SESSION

Motion by Schlieman, second by Bunkers, to enter into Executive Session at 8:15 PM to negotiate employee contracts. Mayor Saugstad called an end to Executive Session at 8:33 PM.

PARK AND REC BOARD DISCUSSION

The Recreation Board held a meeting on Wednesday, November 16 to discuss open gym and what times it would be held, the 2017 baseball/softball season, and budgeting.

Schlieman motioned to accept Eric Bunkers' resignation from the Parks and Recreation Coordinator position effective December 31, 2016. Seconded by Lund. Mayor Saugstad wanted to extend a personal thank you to Bunkers for the time, effort, and hard work he expended as Parks and Recreation Coordinator for the last two years. All votes "aye", motion carried.

Schliemann motioned to amend Deputy Finance Officer Harford's job title from Deputy Finance Officer to Deputy Finance Officer/Parks and Recreation Coordinator and increase pay \$3,000 per year, \$33,000 total annual wages effective January 1, 2017. Lund seconded. Motion carried, all voting "aye".

SNOW REMOVAL CONTRACTING

Lund motioned to hire Jeremy Jacobson as a subcontractor of snow removal for an hourly rate of \$20. Bunkers seconded. Commissioner Jacobson abstained from voting. All other votes "aye", motion carried.

ADJOURNMENT

Bunkers motioned to adjourn at 8:47 pm. Schlieman seconded. All votes “aye”; motion carried. The next regular meeting of the Worthing City Commission will start at **7:00 PM MONDAY, DECEMBER 5th at the WORTHING CIVIC CENTER.**

Eric S. Saugstad, Mayor

Travis Harford, Deputy Finance Officer